OK to Process Department Timesheets Report

SCENARIO: "OK to Process?" an entire Department's timesheets using an on-line SHARP report. Note: There are two processes to this report procedure. One process (Ok to Pay Department Time Records- KTEC029) turns on the OK to Process? checkbox for all employees in the department. The Second Process (Time Detail Department Totals- KTEC028) produces a report that lists basic T&L employee detail including whether or not the OK to Process? is turned on.

STEP 1:	Select the menu items in the following order: **Administer Workforce > Time and Leave > Use > Department-Report.**
Expected Results:	A search page titled "Department-Report Find an Existing Value" displays.

STEP 2:	**Type** in a "Run Control ID" and **Click** "Search" <u>or</u> **Press** "Enter" on your keyboard. **NOTE**: If you don't already have a Run Control ID set up, **Click** "Add a New Value." **Type** in a Run Control ID. (For example you could enter "pdf" for a pdf file). **Click** "Add" <u>or</u> **Press** "Enter" on your keyboard.
Expected Results:	Once the Run Control ID is set up, it can be used over and over again.

STEP 3:	**Type** in the Department ID and **Press** Tab on your keyboard.
Expected Results:	The cursor moves to the Pay Period End Date field.

STEP 4:	**Type** in the Pay Period End Date and **Click** "Search" <u>or</u> **Press** "Enter" on your keyboard. **NOTE**: If you aren't sure of the pay period end date, you may do the following: **Click** once on the magnifying glass and the "Lookup Pay Period End Date page displays. **Click** once on "Lookup" and a list of valid pay period end dates displays. **Click** once on the pay period end date you want.
Expected Results:	The "parameters" are entered and are valid for the department and pay period in which a report is desired.

STEP 5:	**Click** on the yellow Run button.
Expected Results:	The Process Scheduler Request page displays.

STEP 6:	**Enter** "PSUNX" for the Server Name. **Click** on the OK to Pay Dept Time Recds (KTEC029) checkbox. **Select** Web under Type. **Select** PDF under Format.

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	Click on OK.
Expected Results:	The word "Processing" will display and blink in the upper right hand corner of the page. Then the Report Request Parameters page will display.

STEP 7:	Click on the Process Monitor hyperlink.
Expected Results:	The View Process Request For page will display.

STEP 8:	**Click** on the yellow Refresh button until the Run Status of "Success" appears.
Expected Results:	Once Success appears under the Run Status field, all timesheets for the department and pay period specified are now turned on OK to Process.

STEP 9:	**Click** on the Go back to Department-Report hyperlink.
Expected Results:	The Report Request Parameters page appears.

STEP 10:	**Click** on the yellow Run Button.
Expected Results:	The Process Scheduler Request page displays.

STEP 11:	**Enter** "PSUNX" for the Server Name. **Click** on the OK to Pay Dept Time Recds (KTEC029). **Select** Web under Type. **Select** PDF under Format. **Click** on OK.
Expected Results:	The word "Processing" will display and blink in the upper right hand corner of the page. Then the Report Request Parameters page will display.

STEP 12:	Click on the Process Monitor hyperlink.
Expected Results:	The View Process Request page will display.

STEP 13:	**Click** on the yellow Refresh button until the Run Status of "Success" appears.
Expected Results:	Once Success appears under the Run Status field, the report has been successfully generated.

STEP 14:	**Click** on the Details hyperlink.
Expected Results:	The Process Detail Page appears.

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STEP 15:	**Click** on the View/Log Trace hyperlink.
Expected Results:	The Report/Log viewer displays.

STEP 16:	**Click** on the ktec028_XXXXXX.PDF hyperlink.
Expected Results:	The Time Entry Totals by Department report displays so you can view or print it.

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